

January 8, 2018

The regular meeting of the Seward Civic Center Commission of the City of Seward, Nebraska was held on Monday, January 8, 2018 at 5:00 p.m. in the Board Room (Room Three) at the Civic Center, 616 Bradford Street. Present: Betty Jean Kolterman, Rick Endicott, Gary Pomerence, Jan Matzke, John Owens, Juanita Goings; Absent: Sue McHugh. Others in attendance: Manager Randy Sanley, Langworthy Trustee Ken Morgan, Michelle Mueller (Cornerstone Interiors & Design), Joan Shurtliff (Seward County Genealogical Society).

Notice of the meeting was given in advance thereof by posting in the following places. City Hall, Civic Center, and Seward Public Library. Availability of the agenda was communicated in the advance notice of this meeting. All proceedings, hereafter shown were taken while the convened meeting was open to the attendance of the public.

The Chairman announced that a copy of the Agenda for this meeting is posted at the Civic Center, Seward Memorial Library and City Hall. A copy of the Open Meetings Act is posted in Room Three (south wall) for public inspection.

1. SEWARD COUNTY GENEALOGICAL SOCIETY - REQUEST FOR SPACE

Joan Shurtliff, Seward County Genealogical Society President, and Trish Collister, Vice President, reviewed a letter to the Commission to inquire if they could relocate to the first level of the building. Joan noted it would be nice to have a separate room, but it would not be necessary. The Society has a work day every Tuesday, as well as a monthly meeting. They are interested in creating a digital archive. Not enough space exists at Seward Memorial Library. They would like the audio-visual room at the Civic Center, but are flexible. Currently, they are using eight cupboards, in addition to metal files and a copier.

Discussion continued about the Genealogical Society, Seward County Historical Museum, and Seward Memorial Library. The Commission made no decision on this item.

2. LOBBY AREA REMODEL

Michelle Mueller, Cornerstone Interiors & Design, explained that not all improvements were accounted for in the last approval for remodel. The new estimate does include painting and lighting. Not included are bathroom painting which would be an additional \$200 per bathroom. Mueller contacted a tile vendor, lighting vendor and Duane Broker for painting. She can coordinate, if requested. The new estimate is for the west upstairs, excluding auditorium. Furniture moving is not included and would be expected of Civic Center staff.

Moved by Matzke, seconded by Goings, to allow for additional funding for painting and lighting for the lobby remodel project.

Aye: Kolterman, Owens, Endicott, Pomerence, Goings, Matzke

Nay: None

Absent: McHugh. Motion carried.

3. REVIEW OF COMMISSION DUTIES; DESIGNATION OF CHAIRMAN, VICE-CHAIRMAN & SECRETARY

Kolterman reviewed the duties and roles of the Civic Center Commission. Matzke moved, seconded by Goings, to retain the current officers: Kolterman, Chairman; McHugh, Vice-Chairman; Owens, Secretary.

Aye: Owens, Endicott, Pomerence, Goings, Matzke, Kolterman

Nay: None

Absent: McHugh. Motion carried.

4. AUTOMATIC LIGHT SWITCHES IN BATHROOMS

Sanley noted fans in two bathrooms run a lot of the time, so he contacted Reed Electric to see if

January 8, 2018

anything could be done to automate the lights and fans. Parts and labor would cost \$685.25 to improve all bathrooms. This would include motion sensors for lights and fans.

Moved by Goings, seconded by Matzke, to approve the Reed Electric bid for \$685.25 to install motion sensors for lights and fans in all Civic Center bathrooms.

Aye: Matzke, Kolterman, Owens, Endicott, Pomerence, Goings

Nay: None

Absent: McHugh. Motion carried.

5. MANAGER'S REPORT

Manager Sanley reported installing and removing Christmas lights. The City's Electric Dept. Installed lights on the outside. Sanley reported the boiler is having a hard time getting rooms warm with the latest cold weather. Usually, this results from air in the lines, and Sanley is able to maintain for now.

6. LANGWORTHY TRUST REPORT

The balance in the Langworthy Trust was \$867,701.19 prior to the December, 2017 payments.

7. EMERGENCY ACTION PLAN

The emergency action plan was presented to the Commission for review prior to the next meeting, with the expectation of taking action at the March meeting

8. LAPTOP COMPUTER

Sanley completed further review regarding whether the Civic Center needed a laptop or not for presenters. Commissioners discussed getting a projector more permanently installed in the basement or getting adaptors for multiple laptops instead of a laptop. The Commission will continue to discuss at a future meeting.

9. REPORT ON HANDICAPPED ACCESSIBILITY BETWEEN TWO BUILDINGS

Nothing new was available to report on this item.

10. LIVE IN CARETAKER POSITION

Caretaker Colton Hood submitted a letter of resignation effective January 17, 2018. A motion was made by Endicott, seconded by Goings, to accept the resignation, with regrets.

Aye: Pomerence, Goings, Matzke, Kolterman, Owens, Endicott

Nay: None

Absent: McHugh. Motion carried.

Sanley noted that Gary Wolter is still a substitute caretaker. The caretaker position will be advertised. Discussion of the apartment continued, with the preference of the caretaker living in the apartment or out of the apartment. Currently, a live in caretaker lives in the apartment in exchange for ten hours of Civic Center work each week.

11. CONSENT ITEMS

A motion was made by Matzke, seconded by Endicott, to approve the consent items (Minutes, Claims, Financial Report).

Aye: Kolterman, Owens, Endicott, Pomerence, Goings, Matzke

Nay: None

January 8, 2018

Absent: McHugh . Motion carried.

The next regular meeting is scheduled for March 12, 2018.

The meeting was adjourned at 6:09 p.m.

John Owens, Secretary